

Chart of Accounts - Tables		
* ABAL	Bank Account Balance	
* ACCT	Account Type	
* ACTV	Activity Index	
* ACT2	Activity	
* ADMF	Administrative Fund	
* AGCL	Agency Class	
* AGCT	Agency Category	
* AGCY	Agency Index	
* AGC2	Agency	
* AGGP	Agency Group	
* AGTP	Agency Type	
* APRD	Accounting Period	
* BACC	Balance Sheet Account Index	
* BACT	Bank Code by Bank Accounts Inquiry	
* BAC2	Balance Sheet Account	
* BANK	Bank Account	
* BCAT	Balance Sheet Category	
* BCLS	Balance Sheet Class	
* BGRP	Balance Sheet Group	
* FAGY	Fund Agency Index	
* FCAT	Fund Category	
* FCLS	Fund Class	
* FDCC	Fund Class Cash Table	
* FDGP	Fund Group	
* FGY2	Fund Agency	
* FTYF	Fund Type	
* FUND	Fund Index	
* FUN2	Fund	
* GRPC	Appropriation Group Code	
* LORG	Louisiana Organization	
* OBJJ	Object Index	
* OBJ2	Object	
* OCAT	Object Category	
* OCLS	Object Class	
* OGRP	Object Group	
* ORGN	Organization Index	
* ORG2	Organization	
* OTYP	Object Type	
* PRSH	Parish	
* RCAT	Revenue Category	
* RCLS	Revenue Class	
* RGRP	Revenue Group	
* RPTG	Reporting Category Table	
* RSRC	Revenue Source Index	
* RSR2	Revenue Source	
* RTYP	Revenue Type	
Budgeting - Transactions		
AP	Appropriation Input Screen	
EB	Expense Budget Input Form	
RB	Revenue Budget Input Form	
Budgeting - Tables		
APCT	Appropriation by Object Category Inquiry	
N APOC	Appropriation by Object Inquiry	
N APRS	Appropriation by Revenue Source Inquiry	
EAPP	Appropriation Index (Extended)	
EAP2	Appropriation Inquiry (Extended)	
ECAT	Appropriation Expenditure Category Inquiry	
EESM	Expense Budget Summary Inquiry (Extended)	
N EEXD	Expense Budget Detail Inquiry (Extended)	
EEXP	Expense Budget Index (Extended)	
EEX2	Expense Budget Inquiry (Extended)	
N EORG	Organization by Object Inquiry	
N ORGE	Expenditure Summary Inquiry	
N ORGR	Revenue Summary Inquiry	
N OROC	Organization Rollups by Object Code	
N ORRS	Organization Rollups by Revenue Source Code	

Budgeting - Tables (cont'd.)		
REVB	Revenue Budget Index	
REV2	Revenue Budget Inquiry	
N RORG	Organization by Revenue Source Inquiry	
RSUM	Revenue Budget Summary Inquiry	
Purchasing - Transaction		
PO	Purchase Order Input Form	
Purchasing - Tables		
OPOD	Open PO by Document Number Inquiry	
OPOH	Open Purchase Order Header Inquiry	
OPOL	Open Purchase Order Line Inquiry	
OPRL	Open Requisition Line	
OPRQ	Open Requisition Inquiry	
POAC	PO by Account Distribution Inquiry	
Expenditures/Disbursements - Transactions		
* CX	Check Cancellation Input Form	
II	Internal Voucher Input Form	
J4	Inter-agency Journal Voucher Input Form	
* MW	Manual Warrant Input Form	
PV	Payment Voucher Input Form	
PVQ	Quick Payment Voucher Input Form	
P1	Vendor Payment Voucher Input Form	
P2	Payment Voucher Reversal Input Form	
P3	P-Card Vendor Payment Voucher Input Form	
Expenditures/Disbursements - Tables		
* ADIS	Automated Disbursements Parameters	
* ADRT	Automated Disbursement Restriction	
* ADRV	Automated Disbursement Restriction by Vendor	
BS99	1099 Balance Sheet Account	
CASH	Cash Available	
CCAT	Check Category	
CKCS	Check Cash	
DISC	Discount Type	
DISX	Discount Type Archive	
DSPC	Discount Type by Percent	
* EFTA	EFT Type	
* EFTT	Electronic Funds Transfer (1 of 2)	
* EFT2	Electronic Funds Transfer (2 of 2)	
MVEN	Master Vendor	
N OBSO	Object/Sub Object Inquiry	
OPCH	Open Check Header Inquiry	
OPCL	Open Check Line Inquiry	
OPVD	Open PV by Document Number Inquiry	
OPVH	Open Payment Voucher Header Inquiry	
OPVX	Open Payment Voucher Archive Inquiry	
OPVL	Open PV Line Inquiry	
OPVY	Open PV Line Archive	
OPVV	Open PV by Vendor Name Inquiry	
N ORSO	Organization/Sub Object Inquiry	
OVIH	Open Vendor Invoice Header Inquiry	
PVIX	Vendor Payment Cross Reference Inquiry	
N RCOB	Reporting Category/Object Inquiry	
N RCSO	Reporting Category/Sub Object Inquiry	
REJ6	Recurring Agency Journal Voucher	
REPV	Recurring Payment Voucher	
RPV2	Internal Recurring Payment Voucher	
* SCHD	Payment Voucher Scheduling	
SCH2	Payment Voucher Scheduling	
STUB	Checkstub	
STUX	Checkstub Archive	
VEND	Vendor Index	
VEN2	Vendor	
VFED	Vendor by Federal ID Inquiry	
VLLT	Vendor Lien/Levy	
VNAM	Vendor Name Inquiry	
VNA1	Alternate Vendor Name	
VPAR	Vendors by Parish	

Expenditures/Disbursements - Tables (cont'd.)		
VZIP	Vendor Zip Code Inquiry	
WREC	Warrant Reconciliation	
WREX	Warrant Reconciliation Archive	
1099	Vendor 1099	
99TX	1099 Text	
Revenue - Transactions		
CR	Cash Receipt Input Form	
CRQ	Quick Cash Receipt Input Form	
C1	Alternate Cash Receipt Input Form	
* DS	Deposit Suspense Input Form	
Revenue - Tables		
N OBSR	Revenue Source/Sub Revenue Source Inquiry	
ODAI	Open Deposits by Agency	
ODCI	Open Deposits by Date Inquiry	
ODIT	Open Deposit Items	
N ORSR	Organization/Sub Revenue Source	
N RCRS	Reporting Category/Revenue Source Inquiry	
N RCSR	Reporting Category/Sub Revenue Source Inquiry	
General Accounting - Transactions		
JV	Journal Voucher Input Form	
J1	Alternate Journal Voucher Input Form	
J2	Fiscal Journal Voucher Input Form	
J3	Special Revenue Voucher Input Form	
J5	Interface Journal Voucher Input Form	
J6	Agency Journal Voucher Input Form	
WV	Warrant Voucher Input Form	
General Accounting - Tables		
N AFTB	Trial Balance by Administrative Fund	
BBAB	BS Account Bal by BS Account Inquiry	
BBAL	Balance Sheet Account Balance	
* MBAL	Minimum/Maximum BS Account Bal	
N OLDL	Online Detail Ledger	
N OLGL	Online General Ledger Inquiry (1 of 2)	
N OLGX	Online General Ledger Archive (1 of 2)	
N OLG2	Online General Ledger Inquiry (2 of 2)	
N OLGY	Online General Ledger Archive (2 of 2)	
N OLTB	Trial Balance by Fund	
* REJV	Recurring Journal Voucher	
Federal Aid/Grants - Transactions		
FM	Federal Aid Master	
FX	Federal Aid Charge	
Federal Aid/Grants - Tables		
AGFA	Agency Federal Aid Inquiry (1 of 2)	
AGF2	Agency Federal Aid Inquiry (2 of 2)	
CHRG	Charge Class	
FAIT	Federal Aid Inference	
FAST	Fed Aid Status	
FBLT	Federal Aid Budget Line Inquiry	
FEAG	Federal Agency	
FFFY	Federal Aid Fiscal Year Inquiry	
GVFA	Government-Wide Federal Aid Inquiry	
System (Security) - Tables		
ALOG	Approval Log	
* APRV	Approval	
* ASGR	Louisiana Access Security Groups	
OLOG	Override Log	
SLOG	Security Violations Log	
STAB	Security	
* UTAB	Userid by Name Inquiry	
N WHOM	For Whom	
* Authorization to update limited to Control Agencies.		
N	Table is updated during nightly batch process (not online at time of input).	

Projects (Capital Outlay) - Transactions

NP Non-Payable Invoice Input Form
PJ Project Management Master Input Form
PX Project Charges Input Form

Projects (Capital Outlay) - Tables

AGPR Agency Project Inquiry
AGP2 Agency Project Description
APRP Appropriation by Project
CHRG Charge Class
ENPR Entity-Wide Project
NPPF Non-Payable Project Funding
NPPI Non-Payable Project Invoice
PAPR Project by Appropriation
PFYT Project Fiscal Year Inquiry
PRBL Project Budget Line Inquiry (1 of 2)
PRB2 Project Budget Line Inquiry (2 of 2)
PRPH Project Phase
PRST Project Status Code
SPNT Sub Project Name

Miscellaneous - Tables

* ABA2 ABA Transit Routing Number Validation Table
* ABAS ABA Index Number
* ANAM ABA Name Index
CLDT Calendar Date
N DHIS Document History Inquiry
N DHIX Document History Archive
DRVR Driver Control
N DXRF Document Cross Reference Inquiry
N DXRX Document Cross Reference Archive
ESOP EPS System Control Options
* FSyr Fiscal Year
* LRDT Louisiana Report Distribution
PYDT Louisiana Payroll Detail
SOPT System Control Options (1 of 2)
SOP2 System Control Options (2 of 2)
N SPEC System Special Accounts
SUSF Document Suspense
N VXRF Vendor Document Cross Reference Inquiry
N VXRX Vendor Document Cross Reference Archive

Document Quick Keys / FUNCTION Codes

F1 HELP	F7 DELETE DOC
F2 SAVE	F8 EDIT DOC
F3 END	F9 RUN DOC
F4 DISCARD	F10 SCHEDULE DOC
F5 TOP DOC	F11 HOLD DOC
F6 BOTTOM DOC	F12 APPROVE DOC

Document/Batch Status Codes

ACCP Processed and accepted; database updated.
DELE Document marked for deletion. Will be deleted during overnight batch process.
REJCT Rejected/errors; database not updated.
SCHED Scheduled for off-line processing.
HELD On hold. Batch or document will not be processed until you change the status.
PEND1- Edited; pending approval. Numeric value indicates next
PEND5 level of approval required.

AFS Document ID

ID numbers track documents of the same type within an agency. This ID consists of

U 3 character transaction code
U 3 character agency code
U 11 character system generated number

System assigned ID's are not used for Cash Receipt (CR), (J4) Inter Agency Vouchers, and (MW) Manual Warrants.

Master Table Inquiry (MTI) ACTION Codes

A	Add record(s)	F11
B	Go Back to leafed-from screen	F5
C	Change existing data	F10
D	Delete displayed data	F12
E	End/Exit (MTI)	F3
F	Go forward to next leaf screen	F17
G	Get record(s) based on full key	F18
H	Leaf to HELP screen	F1
L	Leaf to a specified screen and scan for records based on data displayed for the current screen	F4
M	Display more messages	
N	Go to screen specified in SCREEN field	F2
R	Refill screen with more records	F6
S	Scan table starting with entered values	F9
T	Scan table from the first record (top)	F13
X	Partial screen clear, clears fields except those that will be carried forward when leafing to other screens	F14
Y	Clears all fields on the current screen	F15
Z	Zooms user to screen identified. Type E to end zoom.	F16
<	Scans the previous screen in defined stack	F7
>	Scans the next screen in defined stack	F8

AFS System Sign On

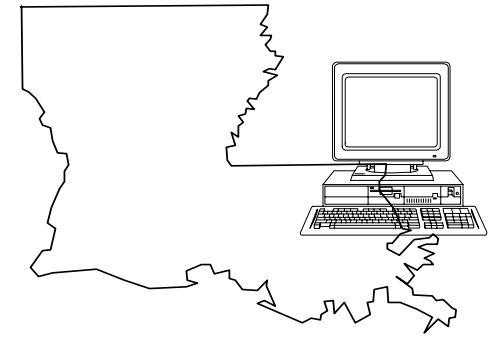
1. Type **CI** at the DOA Logon Screen. Press **ENTER**. The CICS Signon Screen will be displayed.
2. Type **ISIS** for the TASK ID.
3. Type your **ISIS User ID and password**.
4. Press **ENTER**. The ISIS Menu Screen will be displayed. Select **1** (Financial Management Application).
5. Press **ENTER**. The AFS General Message Screen will be displayed. Type '**N**' in ACTION and the ID of the table you wish to access in SCREEN and press ENTER.

AFS System Sign Off

1. **From a document screen:**
Type **END** in the FUNCTION field and press **ENTER** or press F3. (You will be returned to SUSF.)
From a table screen:
Type **E** in FUNCTION and press ENTER or press F3.
2. The ISIS Main Menu will be displayed. Select another ISIS application from the menu **OR** to exit, select **X**, and press **ENTER**.



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AFS

State of Louisiana
Advantage Financial System

SYSTEM ACCESS QUICK REFERENCE

Your Name: _____

Your ISIS ID: _____

Internet Address:

<http://www.doa.louisiana.gov/ois>

ISIS Help Line: 225/342-ANSR (2677)

Options:

#2 Other ISIS Applications

#4 AFS - Financial Accounting

DOA Mainframe Help Desk: 225/342-4730

(To reset the password for your userid because it was either revoked or you forgot it)

Training:

Please direct all requests for ongoing training to your Agency ISIS Liaison.